

**MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT**

JOB DESCRIPTION

Job Title: Community Supervision Officer (High Risk Caseload)

Department: Midland Judicial District Community Supervision and Corrections Department

Work Hours: Forty (40) hours per week and as directed by supervisor to perform position duties and responsibilities. Work is performed under stressful conditions, and may include some evening and weekend work (other than normal business hours of the agency).

Location: Midland Judicial District CSCD Building, 200 N. Main St., Midland, Texas

Job Relationships: Supervised by Unit Supervisor

FLSA Status: Non-exempt

Position Summary:

Engages in activities related to the supervision of high risk adult offenders, and responsible for the enforcement of the Conditions of Supervision imposed by the Court. Conducts pre-sentence investigations and reports findings to the Court. Maintains complete records and prepares assessments/reassessments, Strategies for Case Supervision (SCS), and supervision plans on offenders. As determined appropriate, by SCS and assessment/reassessment, refers offenders to various departmental and community resources. Continually evaluates offenders, and documents same, to determine the effectiveness of the supervision plan and need for further referrals or a modification of the conditions of supervision. Extensively documents case work, prepares motions and orders for courts, and testifies in court when required.

Duties and Responsibilities:

1. Perform duties and responsibilities as outlined in position summary.
2. Perform initial intake interview for assigned offenders. Ensure electronic data is properly entered into offender database at intake.
3. Ensure offender understands conditions of community supervision or conditions of release as ordered by the Court, and offender has received a copy of same. Ensure this procedure is properly documented.

4. Accomplish case classification and other assessments such as SCS on all assigned offenders as required.
5. Develop supervision plan based upon the offender's risk, needs, and SCS results to address specific problem areas identified and conditions of community supervision.
6. Meet with offenders in individual session as dictated by the needs of the offender, CJAD Standards, and CSCD policies.
7. Ensure computer files are always complete and up-to-date. Ensure confidentiality of information is guarded according to written guidance. Maintain medical and psychiatric records separate from the main case file.
8. Monitor new arrests by review of local arrest logs, DPS notifications, and criminal history checks at each office visit, and by any other methods that may be available.
9. Use a problem oriented record keeping system to document all significant actions, decisions, services rendered, and periodic evaluations in the offender's computerized chronological record. This documentation shall include, but is not limited to, the offender's compliance with the conditions of community supervision, progress with the supervision plan, responses to intervention, and adjustment to community supervision.
10. Ensure caseload compliance with CJAD Standards and CSCD policies.
11. Enforce individual conditions of community supervision for all offenders on caseload.
12. Address violations of the conditions of community supervision, and determines appropriate actions.
13. Prepare court related documents pertaining to offenders, and is present in court for sentencing, revocations, and at other such times as required by the Court or directed by the Unit Supervisor.
14. Make recommendations to the Court concerning the use of continuum of sanctions or incarceration.
15. Supervise courtesy supervision cases in compliance with CJAD standards and CSCD policy/procedures.
16. Monitor and assist in supervising the collection of court ordered fines, court costs, restitution, supervision fees, and other fines and fees imposed on the offender by the Court.

17. Make home visits, work site inspections, or jail visits as required. A large portion of field visits will be conducted after normal business hours, on weekends, and in high crime areas of the county.
18. Supervise offenders on GPS monitoring. Responsible for the installation and removal of GPS equipment, maintenance of GPS equipment, and perform troubleshooting and inventory of GPS equipment.
19. Supervise offenders on other forms of house arrest as well as drug and alcohol monitoring systems/equipment. Responsible for maintenance and inventory of such equipment.
20. Ensure that offenders assigned to caseload are properly categorized and supervised according to supervision level as directed by Midland CSCD policy and CJAD Standards.
21. Perform all of the above Community Supervision Officer duties on a high intensity and high risk population of male and female offenders.
22. Perform on call duties for the effective supervision of high risk offenders.
23. Perform other duties as assigned.

Education and Experience:

Bachelor's degree in criminology, corrections, law, social work, sociology, psychology, or a related field; or a Bachelor's degree in a field of study not mentioned above, and one year of graduate study in one of the above-stated areas or related field; or a Bachelor's degree in a field of study not mentioned above, and at least one year of full time experience in case work, counseling, or related field. Prefer at least three years of full-time wage-earning experience in community supervision with experience in GPS, ELM, or ISP.

Knowledge, Abilities, and Skills:

Possess excellent written and verbal communication skills. Possess good interpersonal skills in dealing with offenders, public, and co-workers. Ability to follow verbal and written instructions. Ability to work in harmony with offenders, court personnel, city/county personnel, law enforcement agencies, public, and co-workers.

Additional Requirements:

Must reside within 50 miles of the Midland CSCD building. Must be insurable by agency insurance carrier. Must have valid Texas driver's license, provide proof of insurance, and have adequate transportation. Must have favorable background check. **Must be available to work evenings, nights, weekends, early morning hours, and/or holidays as required.**

Essential Physical Demands:

Reading procedures, policies, standards, case files, reports, etc. Lifting case files, bending, sitting, standing, walking, kneeling, speaking, hearing, significant data entry, ability to manage stress in meeting deadlines and changes, and other physical efforts as required.

Environmental Factors:

Works primarily indoors supervising defendants/offenders. Also works in the field in high crime areas of the County. Field work is primarily done during early morning, evenings, and/or on weekends. Contact with Criminal Courts, court personnel, law enforcement agencies, and community agencies. **Work is often performed within secure jail and prison settings with criminal offenders.**

Equipment:

Vehicle, telephone, copier, computer terminal, personal computer and printer, cellular telephone, mobile radio, calculator, O.C. Spray (defensive pepper spray), and other job related equipment.

This job description is not intended to be all inclusive, and employees will perform other reasonably related business duties as assigned.

The Midland CSCD reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. The Midland CSCD is an at-will employer.

Approved: _____

Date: _____